

**BY ORDER OF THE COMMANDER
916TH AIR REFUELING WING**

**916TH AIR REFUELING WING
INSTRUCTION 36-2801**



17 DECEMBER 2012

Personnel

WING RECOGNITION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Major Kimberly T. Lewis)

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This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Programs*. This instruction extends the guidance of Air Force Instruction (AFI) 36-2803, *Air Force Awards and Decorations Program*. It provides guidance for the nomination, selection and recognition of unit Airmen, Non-Commissioned Officers (NCO), Senior Non-Commissioned Officers (SNCO), First Sergeants, Company Grade Officers and Civilians, as well as the Human Recourse Development Council (HRDC) for quarterly and annual awards in conjunction with AFI 36-2805, *Special Trophies and Awards*, AFI 36-1001, *Managing the Civilian Performance Program* and AFI 65-601, Vol 1, *Budget Guidance and Procedures*. This instruction applies to all units assigned to 916th Air Refueling Wing (916 ARW) staff agencies and work-centers. Refer recommended changes and questions about this publication to the 916 ARW/CCE using the Air Force (AF) Form 847, *Recommendation for Change of Publication*. Route AF 847s through the appropriate chain of command. Ensure all records created as prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/rds>

SUMMARY OF CHANGES

This instruction has been substantially revised and must be reviewed in its entirety

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1. Terms Explained.

1.1. Annual: 1 January through 31 December.

1.2. Quarterly:

1.2.1. 1st Quarter – 1 January through 31 March.

1.2.2. 2d Quarter – 1 April through 30 June.

1.2.3. 3d Quarter – 1 July through 30 September.

1.2.4. 4th Quarter – 1 October through 31 December

1.3. Categories:

1.3.1. Senior Non-Commissioned Officer (SNCO). Master Sergeant through Chief Master Sergeant (E7-E9).

1.3.2. Non-Commissioned Officer (NCO). Staff Sergeant through Technical Sergeant (E5-E6).

1.3.3. Airman. Airman Basic through Senior Airman (E1-E4).

1.3.4. Company Grade Officer (CGO) Category. Second Lieutenant through Captain (O1-O3).

1.3.5. Civilian Categories:

1.3.6. Senior Level. GS-9 and above and WS-9 and above.

1.3.7. Junior Level. GS-8 and below and WG-12 and below.

1.3.8. First Sergeant Category. Master Sergeant through Chief Master Sergeant (E7-E9) awarded the SDI of 8F000, serving in an authorized first sergeant manning position and wearing the diamond for a minimum of 6 months.

1.3.9. Wingman Category. Any wing member who has not been selected as the recipient of the award during the current year.

1.3.10. Mentoring Category. Any wing member who, in the opinion of their peers and supervisors are complying with training responsibilities outlined in AFI 36-2201, *Air Force Training Program*, comply with the standards established in AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel* and maintain the standards of AFI 36-2905, *Fitness Program*.

2. Program Responsibilities.

2.1. The 916th Air Refueling Wing Commander is the Award Program authority. The following have specific responsibilities:

2.2. Unit Commanders/Group Commanders/Wing Agency Chiefs:

2.2.1. Establish a process to select unit members for each award category from their respective group and forward nomination within timeline established in this instruction.

2.2.2. Submit nominations and group board results in accordance with this instruction.

2.2.3. Ensure nominees are aware of selection criteria.

2.2.4. Ensure military nominees meet the standards established in AFI 36-2903 and AFI 36-2905 with a current passing fitness score, and are complying with training responsibilities outlined in AFI 36-2201.

2.2.5. Indicate unit commander concurrence for member's award nomination by AF Form 1206, *Nomination for Award*.

2.2.6. Ensure all units are aware of the timelines and procedures for the awards programs.

2.3. Vice Commander:

2.3.1. Act as the office of primary responsibility for Company Grade Officer, civilian, and mentoring award selection boarding processes.

2.3.2. Appoint/act as board president and appoint board members from a cross-section of wing organizations.

2.3.3. Ensure board meeting minutes are prepared.

2.3.4. Forward board results and meeting minutes to 916 ARW/CCS to preparation of congratulatory memorandums.

2.4. Executive Officer:

2.4.1. Act as office of primary responsibility for the awards programs processes.

2.4.2. Initiate 8 hour Time-Off Award (with RPA submitters) for winners, as applicable for civilian award winners.

2.5. Command Chief Master Sergeant:

2.5.1. Act as office of primary responsibility for the enlisted and First Sergeant award programs.

2.5.2. Convene the board in accordance with established dates in this instruction.

2.5.3. Ensure board meeting minutes are prepared.

2.5.4. Forward board results and meeting minutes to 916 ARW/CCS to preparation of congratulatory memorandums.

2.6. Board Members:

2.6.1. Represent a cross-section of wing organizations.

2.6.2. Impartially score all nomination packages in accordance with this instruction.

2.6.3. Use minimum selection standards to preclude automatic selection in the event only one nomination is submitted in a category. Evaluate nominees in accordance with criteria established in this instruction.

2.7. Public Affairs Office:

2.7.1. Provide appropriate publicity to include, but not limited to, an article on the 916 ARW Website.

2.7.2. With the recipient's assistance, dispatch a Hometown News Release within 30 days.

3. Awards Program Administration.

3.1. Eligibility Criteria:

3.1.1. Members who, in the opinion of their supervisors, comply with the standards established in AFI 36-2903 and AFI 36-2905 with a current passing fitness score, and are complying with training responsibilities outlined in AFI 36-2201.

3.1.2. Members will have no action pending which could lead to administrative demotion or punitive action, including unexcused absences during the previous 12 months.

3.1.3. Members may not have an Unfavorable Information File (UIF) or control roster during any part of the award period.

3.1.4. Members selected as winners for their category will not be eligible for subsequent awards as follows:

3.1.4.1. Quarterly award winners are ineligible to compete for quarterly awards in the same category within the same calendar year.

3.1.4.2. Annual award winners are ineligible to compete for quarterly or annual awards in the same category for a period of one year.

3.1.5. Nominations for annual awards are not limited to quarterly award selectees.

3.1.5.1. Quarterly award winner's packages must be resubmitted in annual award format to be considered for the annual award.

3.1.5.2. Late nominations will be handled on a case by case basis as determined by Wing leadership.

3.2. Awards Timeline. Submit nominations for awards no later than 3 business days before the Unit Training Assembly (UTA) as indicated below. Packages can be delivered in hard copy to the 916 ARW/CCE and/or electronically sent to the 916arw.cce@seymourjohnson.af.mil organizational box.

3.2.1. 1st Quarter board convenes on the April UTA.

- 3.2.2. 2d Quarter board convenes on the July UTA.
- 3.2.3. 3d Quarter board convenes on the October UTA.
- 3.2.4. 4th Quarter board convenes on the January UTA.
- 3.2.5. Annual board convenes on the February UTA.

3.3. Basic Evaluation Criteria. Cited accomplishments must have occurred during the period to which the award pertains. However, specific achievements initiated before, but culminating during the award period, may be included in the nomination narrative. Accomplishments must have occurred while the member was in military status. Accomplishments completed by civilian employees, including Air Reserve Technicians, while in civilian status must be submitted under the civilian award category.

3.4. Nomination Procedures:

3.4.1. Quarterly submissions must be nominated by immediate supervisor and have Unit Commander or designee concurrence. The immediate supervisor's signature (electronic signature is acceptable) is required to show recommendation concurrence. The commander will also indicate concurrence by signing in the commander's Rank/Name block unless electronic copies are submitted from the commander's e-mail account.

3.4.2. Annual submissions must be nominated by immediate supervisor and have Unit Commander or designee concurrence. Nominations will include a memorandum with the letter stating concurrence. No signatures are placed on the annual submission forms.

3.4.3. All unit nominations will be vetted through the applicable group commander or their designated representative. If more than one nomination is received per category the group will hold a board in accordance with this instruction and forward the minutes/notes along with the winning nomination to the 916arw.cce@seymourjohnson.af.mil org box.

3.4.4. Nominations must be submitted on AF Form 1206, as shown in **Attachment 2**. Format shall be as indicated below:

3.4.4.1. Award. Refer to paragraph 1.3 for award categories.

3.4.4.2. Award Period. Refer to paragraph 1 for the award periods.

3.4.4.3. Nomination Candidate Area. Provide the most current member information on file in the Rank/Name, SSN (last 4), MAJCOM, DAFSC/Duty Title, Telephone, and Unit blocks.

3.4.4.4. Commander Information. Complete with Unit Commander's information. Wing Staff agencies may have the Vice Commander sign in this block.

3.4.4.5. Specific Accomplishments Area. Use AF Form 1206 with talking paper or point paper format (short, bulleted statements or key points). Do not use a running narrative, and do not use punctuation at the end of the statements. All abbreviated terms or acronyms shall be explained or fully named the first time they are used. Information must be based upon achievements that occurred during the award period. Nominations will include specific facts, achievements, and examples. Achievements should distinguish the member from his or her peers. Nominations must include the following areas:

3.4.4.5.1. Leadership and Job Performance in Primary Duty. Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impact the unit and/or mission. Include results of Air Force, MAJCOM, numbered Air Force level inspections and/or evaluations. Include awards received.

3.4.4.5.2. Significant Self-Improvement. Show how the member developed or improved skills related to primary duties (e.g., formal training, career development course enrollment or completion, on-the-job training, certifications, off-duty education related to primary duties, etc). Include PME completion as well as awards earned during in-resident attendance. Include off-duty education not directly related to primary duties (e.g., class, course, degree enrollment and/or completion, grade point average). Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

3.4.4.5.3. Base or Community Involvement. Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events (e.g., President of Top 3, enlisted dining-out committee, member of First 6, AF Sergeants Association, AF Association, Sunday School teacher, etc).

3.4.4.6. Quarterly Awards shall meet the following limitations/requirements:

3.4.4.6.1. Leadership and Job Performance in Primary Duty area is limited to 6 lines, excluding the heading.

3.4.4.6.2. Significant Self-Improvement area is limited to 2 lines, excluding the heading.

3.4.4.6.3. Base or Community Involvement area is limited to 2 lines, excluding the heading.

3.4.4.6.4. Signature Block. The immediate supervisor's signature (may be electronic) is required. Place signature block on the left margin five lines below end of the narrative.

3.4.4.6.5. Commander will sign next to their name in the Commander's Information Block to show concurrence unless electronic copies are submitted from the commander's e-mail account.

3.4.4.6.6. List all acronyms in alphabetical order on the bottom left of the AF Form 1206.

3.4.4.7. Annual nominations are limited to 15 bullets. There are no limitations on each category, although the same categories will be used.

3.4.5. All nominations will be submitted electronically to 916arw.cce@seymourjohnson.af.mil if the capability exists from the commander's e-mail account. Otherwise, submit original paper copy.

- 3.4.5.1. If a member is being nominated concurrently for quarterly and annual awards, a separate nomination package is required for each. Each package should be clearly identified as a quarterly or annual submission.
- 3.5. Board. Enlisted boards will convene on the UTA indicated in [paragraph 3.2](#) or within 10 days if events of the UTA preclude the board from convening.
- 3.5.1. Board will be convened by the board OPR and comprised of a cross-functional representation of the unit. The board president will vote only in the case of a tie. If a physical board is held a recorder will be appointed and will serve the board as a non-voting member. CGO and civilian categories will be voted on by a minimum of four field grade officers (one from each Group/AMDS/Wing Staff). Enlisted board will be comprised of a minimum of two SNCOs per group.
- 3.5.2. Telecommunication or virtual boarding may be authorized as needed to meet the requirements of para 3.5. In this case, members of the board will receive e-mail traffic identifying the locations of received nominations and score sheet on the 916 ARW SharePoint and/or other electronic location. This e-mail will establish a time-line for completion. As an alternate method board members may request electronic copies sent to them for review via e-mail. Board members will review and score each nomination package, annotate score sheets as appropriate, and return the completed score sheets to the board president within the specified timeline.
- 3.5.3. Whenever possible, a junior NCO or company grade officer will sit on the applicable board as a non-voting member. This is a mentorship opportunity for junior members. **Note:** This non-voting position of the board will not be of the same unit nor personally know any of the nominees being evaluated.
- 3.5.4. Grading Sheet. The grading sheet is used to grade nominees under the whole-person concept:
- 3.5.4.1. Leadership and Job Performance in Primary Duty.
 - 3.5.4.2. Significant Self-Improvement.
 - 3.5.4.3. Base or Community Involvement.

4. Company Grade Officer Program Administration.

- 4.1. Quarterly nominations are limited to 10 lines.
- 4.2. Annual award nominations are limited to 15 lines.
- 4.3. Whenever possible a company grade officer will sit on the board in a non-voting capacity. This is a mentorship opportunity for the Company Grade Officers. **Note:** The non-voting company grade officer on the board will not be of the same unit nor personally know any one being evaluated.
- 4.4. Grading Sheet. The grading sheet is used to grade nominees under the whole-person concept.
- 4.5. Annual Nominations Board:
 - 4.5.1. Board will be convened by the board president, and comprised of a cross-functional representation of the unit. The board president will vote only in the case of a

tie. A recorder will be appointed by the Vice Commander and serve as a non-voting board member. A minimum of four field grade officers (one from each Group/AMDS/Wing Staff) will serve as voting members.

4.5.2. Grading Sheet. Each board member will rank order the list of nominees. Cumulative scores will be totaled and posted by the recorder. In the event of a tie, the board president will then score all nominee submissions.

5. Civilian Awards Program Administration.

5.1. All 916th Air Refueling Wing Civilian Recognition nominations (Civilian of the Quarter and Civilian of the Year) will be submitted using the same format as Company Grade Officer of the Quarter/Company Grade Officer of the Year. In the event the 916 ARW award winners are forwarded to subsequent 4th Fighter Wing boards, nomination packages will be expanded under the guidelines in sections 6.4.2.6 through 6.4.4 below. All 916 ARW award nominations will be limited to 10 or 15 lines, as applicable.

5.2. Categories:

5.2.1. Specific Accomplishments Area. Use talking paper or point paper format (short, bulleted statements or key points). Do not use a running narrative, and do not use punctuation at the end of the statements. All abbreviated terms or acronyms shall be explained or fully named the first time they are used. Information must be based upon achievements that occurred during the award period. Nominations will include specific facts, achievements, and examples showing the individuals are exceptional. Achievements should distinguish the member from his or her peers. Nominations must include the following areas:

5.2.1.1. Leadership and Job Performance in Primary Duty. Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impact the unit and/or mission. Include results of Air Force, MAJCOM, Numbered Air Force level inspections and/or evaluations. Include awards received (e.g., Civilian of the Quarter, Maintenance Professional of the Year and so forth).

5.2.1.2. Significant Self-Improvement. Show how the member developed or improved skills related to primary duties (e.g., formal training, certifications, off-duty education related to primary duties, and so forth). Include any off-duty education not directly related to primary duties (e.g., class, course, degree enrollment and/or completion, grade point average). Cite any other relevant training or activity that significantly enhanced the member's value as a citizen.

5.2.1.3. Base or Community Involvement. Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional organizations, associations, and events (e.g., member of the African American Heritage Committee, Sunday school teacher, and so forth).

5.3. Quarterly nominations are limited to 10 lines (excluding headings). There are no restrictions on lines per category.

5.4. Annual award nominations will contain all categories listed above and are limited to 15 lines (excluding headings). There are no restrictions on lines per category.

6. First Sergeant of the Year Program Administration.

6.1. Master Sergeant through Chief Master Sergeant (E7-E9) awarded the SDI of 8F000, serving in an authorized First Sergeant manning position and wearing the diamond for a minimum of 6 months.

6.2. First Sergeants can be nominated in consecutive years.

6.3. Board:

6.3.1. Board will be convened by the Office of Primary Responsibility (OPR) and comprised of a Chief Master Sergeant from each of Groups. If a Chief Master Sergeant is not available a Senior NCO from that Group will be selected to sit on the board.

7. Human Resource Development Council (HRDC) Mentoring Award Program Administration. The purpose is to recognize members who, in the opinion of their peers and supervisors are in compliance with training responsibilities outlined in AFI 36-2201 comply with the standards established in AFI 36-2903 and maintain the standards of AFI 36-2905.

7.1. Nomination Procedures:

7.1.1. Nominations will follow the standard electronic submission procedures. They will be a joint, collaborative effort by both the protégés and the nominee's supervisor. This is intended to be a learning opportunity for the protégé. The protégé's Rank/Name block should also be on the form but their signature is not required. More than one protégé may nominate a mentor. All protégés involved in the nomination process should be included on the AF Form 1206.

7.1.2. Only be one nominee per Group.

7.2. Nominations should focus on areas listed below:

7.2.1. Specific Accomplishments Area. All abbreviated terms or acronyms shall be explained or fully named the first time they are used. Information must be based upon achievements that occurred during the award period. Nominations will include specific facts, achievements, and examples showing the individuals are exceptional. Achievements should distinguish the member from his or her peers.

7.2.2. Leadership. Mentoring is an inherent responsibility of leadership. Effective mentors embrace the Air Force core values of integrity, service before self, and excellence in all we do and in turn train, guide, counsel, and challenge their protégés. Described how the mentor has positively impacted the unit or mission by empowering others. Include any new initiatives or techniques developed by the mentor to cultivate leadership growth.

7.2.3. Professional Development. Supervisors must accept responsibility for their subordinates' professional development. Show how the mentor encouraged peers' PME enrollment or completion or academic advancement. Include any off-duty education not

directly related to primary duties (e.g., class, course, degree enrollment and/or completion, grade point average). Cite any other relevant training or activity that significantly enhanced the protégé's value as a military citizen, including language skills, etc.

7.2.4. Base or Community Involvement. Define the scope and impact of the mentor's positive leadership and involvement in both the military and civilian community. Include how the mentor affected protégé's leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events (e.g., president of Top 3, enlisted dining-out committee, member of First 6, Air Force Sergeants Association or Air Force Association, Sunday school teacher, Habitat for Humanity, and so forth).

7.3. Quarterly Awards must be a total of 5 single line bullets or a summary narrative 300 words or less discussing the above three categories.

7.4. Annual nominations must be a total of 10 single line bullets or a summary narrative 600 words or less discussing the above three categories.

7.5. Board will be convened by the Vice Commander or designated nominee and consist of HRDC members. Ideally, the board will be as diverse as possible in rank, gender, and race to provide a wide-ranging perspective. The board president will vote only in the case of a tie.

7.6. Grading Sheet. The grading sheet is used to grade nominees under the whole person concept:

7.6.1. Leadership.

7.6.2. Professional Development.

7.6.3. Base or Community Involvement.

8. Twelve Outstanding Airmen of the Year.

8.1. All nominees will require retainability through the end of the current fiscal year in accordance with AFI 36-2606, *Reenlistment in the United States Air Force*. Include the following in each nomination package:

8.2. A cover letter signed by the Wing Commander; forward to Numbered Air Force (NAF) as directed.

8.2.1. Nominations are limited to 30 lines (including headers, if applicable) single-spaced typewritten page, size 12 font, using the current version of AF Form 1206.

8.2.1.1. Use point paper or talking paper format (bulleted, short statements or key points). Description of outstanding achievements will be based on specific facts and examples that clearly show that the achievements are exceptional. Achievements should distinguish the member from his or her peers.

8.2.2. Nominations must include the following areas and cite examples that occurred only during the award period.

8.2.2.1. Leadership and Job Performance in Primary Duty. Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on

the mission and unit. Include any new initiatives or techniques developed by the member that positively impact the unit and/or the mission. Include results of Air Force, MAJCOM, Numbered Air Force-Level Inspections and/or Evaluations. Include awards received, e.g. NCO of the Quarter, Maintenance Professional of the Year, and so forth.

8.2.2.2. Significant Self-Improvement. Show how the member developed or improved skills related to primary duties; e.g. Formal Training, Career Development Course enrollment or completion. On-the-Job Training, Certifications, Off-Duty Education related to primary duties, and so forth. Include completion of any Professional Military Education (PME) as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; e.g. class, course, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

8.2.2.3. Base or Community Involvement. Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; president of Top 3, enlisted dining-out committee, member of Air Force Sergeants Association or Air Force Association, Sunday school teacher, and so forth.

8.2.3. One base-level Record on Individual Person (RIP) on each nominee.

8.2.4. Data Verification Brief (DVB) on each nominee.

8.2.5. A Statement of Intent addressed to HQ AFPC/DPSIDR, signed and dated by the nominee (all nominees must sign a statement of intent). The statement will read verbatim per attachment send by NAF for the current FY. Statement is on unit letterhead.

8.2.6. A Statement of Release addressed to HQ AFPC/DPSIDR, signed and dated by the nominee. The statement format will be sent by NAF for the current fiscal year (FY).

8.2.7. General information fact sheet must be completed by each nominee, format will be sent by NAF for the current FY.

8.2.8. A biography, limited to one, single-spaced typewritten page (See AFI 36-2805, Attachment 2). Listing awards and decorations on this document is optional.

8.2.9. Submit a physical fitness printout which provides the members scores for the current calendar year (CY).

8.2.10. Official 8x10 bust shot photograph with flag in service dress uniform with appropriate decorations and badges. Verify that the nominee's awards and decorations information provided from the virtual Military Personnel Flight (vMPF) site and the ribbons worn by the member do not conflict. Ensure the photograph is 300 DPI high resolution.

8.2.11. Color screen capture of nominees decorations ribbon rack from the awards and decorations page in vMPF.

8.2.12. A digital copy of nominee's unit crest. **Note:** Ensure decorations and educational level coincides on all documents. Update the Record Review RIP (RRR) if necessary. Nominees must have a current Enlisted Performance Report (EPR) and a current decoration within the last 3 years. Also, each package should be reviewed for standard rules of grammar and spelling errors prior to sending to NAF.

9. Functional and Higher Headquarters Awards.

9.1. Submission for functional awards and higher headquarters awards are highly encouraged.

9.2. These submissions should always have the concurrence of the individual's supervisor, superintendent/chief, first sergeant, commander and Group Commander. Unit level awards should have the concurrence of unit and Group Commander.

9.3. All packages submitted for any award will be coordinated through the Wing Commander's office. The Command Chief has been designated as the Wing Commander's point of contact for awards programs.

GREGORY S. GILMOUR, Colonel, USAFR
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 33-363, *Management of Records*, 01 March 2008
AFI 36-1001, *Managing the Civilian Performance Program*, 01 July 1999
AFI 36-2201, *Air Force Training Program*, 15 September 2011
AFI 36-2606, *Reenlistment in the United States Air Force*, 09 May 2011
AFI 36-2803, *The Air Force Awards and Decorations Program*, 15 June 2001
AFI 36-2805, *Special Trophies and Awards*, 29 June 2001
AFI 36-2905, *Fitness Program*, 01 July 2010
AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 July 2011
AFI 65-601V1, *Budget Guidance and Procedures*, 16 August 2012
AFPD 36-28, *Awards and Decorations Program*, 30 July 2012

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*
AF Form 1206, *Nomination for Award*

Abbreviations and Acronyms

AF—Air Force
AFMAN—Air Force Manual
AFPC—Air Force Personnel Center
AFPD—Air Force Policy Directive
AMDS—Aero Medical Dental Squadron
ARW—Air Refueling Wing
ARWI—Air Refueling Wing Instruction
CCE—Current Commander Executive
CY—Calendar Year
DAFSC—Duty Air Force Specialty Code
DVB—Data Verification Brief
EPR—Enlisted Performance Report
FY—Fiscal Year
HQ—Headquarters
HRDC—Human Resource Development Counsel

MAJCOM—Major Command
NAF—Numbered Air Force
NCO—Non-Commissioned Officer
PME—Professional Military Education
RDS—Records Disposition Schedule
RIP—Report on Individual Person
RPA—Request for Personnel Action
RRR—Records Review RIP
SDI—Special Duty Identifier
SNCO—Senior Non-Commissioned Officer
SSN—Social Security Number
UIF—Unfavorable Information File
UTA—Unit Training Assembly
vMPF—Virtual Military Personnel Flight

Attachment 2

HUMAN RESOURCE DEVELOPMENT COUNCIL TEMPLATE

NOMINATION FOR AWARD		
AWARD HRDC Mentoring Award	CATEGORY (If Applicable) XXX	AWARD PERIOD 1 Jul - 30 Sep 2012
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Capt/Joe R. Schmoe	SSN (Enter Last 4 Only) 0000	MAJCOM, FOA, OR DRU AFRC
DAFSC/DUTY TITLE 14N3/Intelligence Flight Commaner	NOMINEE'S TELEPHONE (DSN & Commercial) 722-2216 & (919) 722-2216	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 916 ARW/PA/1040 Blakeslee Ave, SJAFB/NC/27531		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Col/Laen D. August/722-2250 & (919) 722-2250		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) - 5 lines about leadership, professional development, base/community involvement and impact on mentorship - - - - Nominated by: Amn Daniel S. Willis ACRONYMS: AADD - Airmen Against Drunk Driving		

Attachment 3

NOMINATION FOR AWARD TEMPLATE

NOMINATION FOR AWARD		
AWARD Company Grade Officer of the Quarter	CATEGORY (If Applicable) CGO	AWARD PERIOD 1 Jul - 30 Sep 2012
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Rank/First M. Last		MAJCOM, FOA, OR DRU AMC
DAFSC/DUTY TITLE AFSC/Duty Title	NOMINEE'S TELEPHONE (DSN & Commercial) DSN 722-#### & Commercial (919) 722-####	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 916 OSS/DOT/1320 Refueling Plaza/SJAFB/NC/27531		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Rank/First M. Last DSN 722-#### & Commercial (919) 722-####		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY</p> <ul style="list-style-type: none"> - Six lines; bullet format - - - - - <p>SIGNIFICANT SELF-IMPROVEMENT</p> <ul style="list-style-type: none"> - 2 Lines - <p>BASE OR COMMUNITY INVOLVEMENT</p> <ul style="list-style-type: none"> - 2 Lines - <p>ACRONYMS:</p> <p>AFRC - Air Force Reserve Command</p> <p>Please list acronyms alphabetically</p>		

